

# VACANCY ANNOUNCEMENT No. 35-2015

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All agencies  
Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies  
All Interested Candidates/All Sources

**POSITION:** **Training Assistant, FSN-7/FP-7**

**OPENING DATE:** August 24, 2015

**CLOSING DATE:** September 12, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-7, Gross monthly salary: 3791 RON  
Not-Ordinarily Resident (NOR): Grade: FP-7, to be confirmed by Washington

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bucharest, Romania is seeking an individual for the position of Training Assistant in the Office of Defense Cooperation.

## **BASIC FUNCTION OF POSITION**

The Office of Defense Cooperation is situated within the premises of the Ministry of National Defense of Romania. The Incumbent functions as the International Military Education and Training (IMET) program manager as well as primary Training Management assistant to the Chief of the Office of Defense Cooperation (ODC) in Bucharest, Romania. Represents the ODC office in the Romanian Ministry of National Defense (RMoND). Responsible for representation of ODC Training Management functions in the absence of the ODC chief.

Acts as translator when necessary. Provides translation and escort duties for US dignitaries and instructors as required.

Prepares, translates and participates in all briefings between Office of Defense Cooperation and Romanian Ministry of National Defense.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Completion of University level training in International or Political Affairs, Human Resources, Education, Training and Development, Foreign Language **or** 3 (three) years of work experience in managing multiple, complex programs in an international environment.
2. **Prior Work Experience:** Two to four years progressively responsible work experience in program or office management. At least one year experience with USG.
3. **Language Proficiency:** Fluent in English and Romanian. Fluency will be tested.

4. **Job knowledge:** Knowledge of Romanian military structure and approval policies. Must be familiar with the leaders of the Romanian Ministry of National Defense and their programs and positions. Must have a work history which demonstrates ability to manage multiple, complex programs, act independently, control resources. Preferably, has a local military experience and understanding of military structure, organization and operation. Basic knowledge of computer operation. Knowledge of prioritization process and reporting requirements of US Department of Defense.

5. **Skills and abilities:** Diplomacy. Ability to work in a changing environment with little supervision.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of **Needs Improvement or Unsatisfactory** on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. **Application for Employment as a Locally Employed Staff or Family Member** (DS-174) (The form can be downloaded from the embassy's site <http://romania.usembassy.gov/embassy/employment.html>)
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

## **SUBMISSION OF APPLICATIONS IN ELECTRONIC FORMAT ONLY**

**TO:** [BucharestRecruitment@state.gov](mailto:BucharestRecruitment@state.gov)

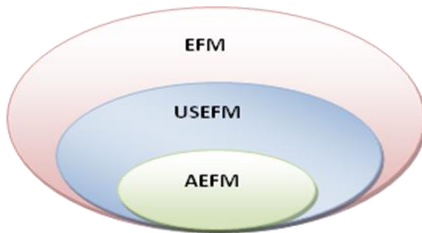
**Point of Contact: 021-200-3583**

## **CLOSING DATE FOR THIS POSITION: September 12, 2015**

The U.S. Mission in Bucharest provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of Foreign, Civil, or uniformed service members officially assigned to the Mission who are eligible for employment under an American pay plan, on the travel orders, and under COM authority. Other personnel having diplomatic privileges and immunities and who are eligible for employment under an American USG pay plan may also be considered NORs. This category may also include Members of Household who are not on the travel orders, do NOT need a work permit, do NOT come under host country law, but who may legally work in country. All NORs must have a US Social Security Number.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

**EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).**